

## **Town of Carlisle Affordable Housing Trust**

### **Minutes**

August 22, 2013

**Present:** Greg D. Peterson, Chair; Timothy F. Hult; Carolyn Ing; Douglas A.G. Stevenson; John D. Williams; Timothy Goddard, Town Administrator; and Elizabeth DeMille Barnett, Housing Coordinator

**Guests:** Cecilia Sandwen, Reporter, *Carlisle Mosquito*

1. **Meeting called to Order** at 7:00 p.m.

2. **Old Business**

A. **338 Bedford Road / Master Planning**

1. **Master Planning Request for Design Services Qualifications (MPRFQ)**

Greg Peterson gave the Master Plan Designer Selection Committee recommendation to the Carlisle Affordable Housing Trust (CAHT) that the CAHT enter into a contract for \$25,000 with Abacus [Architects + Planners] for Master Planning Design Services. Committee members were Carolyn Ing, Greg Peterson, Douglas Stevenson, and John Williams. The Committee received seven qualified team submissions. After reviewing the submissions, the Committee made the decision to interview and check references for three of the teams, Abacus [Architects + Planners], the Cecil Group and Kang Associates. Following reference checks and interviews, the Committee ranked the Abacus team with Ryan Associates, Landscape Architects and Samiotes Consultants, as subcontractors, as best qualified, followed by the Cecil Group team second, and the Kang Associates team third.

After selecting Abacus, the Committee negotiated price, which included the commitment that both David Eisen, Abacus Principal, and Thomas Ryan, Ryan Associates, Principal, would attend both Master Planning charrettes, the all-town community event as well as several committee meetings. In light of the extensive, iterative, public process, the Committee believed the fixed fee price was fair.

Mr. Stevenson made the motion that as appointing officials as required by G.L. c.268A, § 19, we have received the particular matter and the financial interest identified in their disclosures, copies of which are attached here, the following employees:

David Eisen, Principal Abacus Associates; David Pollark, Principal Abacus Associates; Allison Marschilok; Derek Little; Miks Karlins;

Kate Notman, Ryan Associates; Thomas R. Ryan, President Ryan Associates; and Stephen R. Garvin, President, Samiotes Consultants, Inc. We have determined that the financial matter is not so substantial as to be deemed likely to affect the integrity of the services, which the municipality may expect from these employees. Mr. Williams seconded the motion. All five Trustees present voted aye, the motion passed.

Mr. Stevenson made a second motion which authorized Greg Peterson, Chair to sign the G.L. c. 268A, §19 forms on the Trust's behalf. Mr. Williams seconded the motion. All five Trustees present voted aye, the motion passed.

Mr. Stevenson then made a motion that the CAHT accept the Designer Selection Committee recommendation to enter into a fixed fee contract for Master Planning Design Services for 338 Bedford Road and to appropriate \$25,000 from the Community Preservation Act funds which were voted in the 2013 Annual Town Meeting to study and plan the 338 Bedford Road property. Without objection, the motion was amended by Mr. Stevenson to allow Greg Peterson to negotiate the final form of the contract and to sign it on behalf of the CAHT. The motion as amended was seconded by Mr. Williams. All five Trustees present voted aye, the motion passed.

Discussion followed on the next steps for the Master Planning process. It was agreed that Mr. Stevenson, Mr. Williams, Ms. Ing and Mr. Peterson would oversee the administration of the contract. Mr. Peterson thanked the members of the Designer Selection Committee for their work.

#### **B. Rental Market and Feasibility Study – Request for Quotations**

Mr. Peterson circulated a copy of the draft request for quotations for a Town-wide Rental Market and Financial Feasibility Study. He noted that the proposed expenditure for the study was not to be more than \$15,000 but questioned if that would be sufficient to attract qualified bidders. In addition to the market study, financial feasibility elements in the work scope called for pro formas for both proposed housing on the Town-owned Banta Davis property as well as pro formas for any location in Town. Timothy Hult recommended that the required proformas, include a range of development sizes and address the different development costs between Banta Davis and another location not now owned by the Town to address what are the economics and what makes sense. Ms. Ing added, that the different proforma financial analyses should be able to clearly provide construction costs and revenue potential.

Mr. Williams made a motion to authorize up to \$20,000 to cover both the market study and the financial feasibility analyses components of the study. Mr. Stevenson seconded the motion. All five Trustees

present voted aye, the motion passed. Mr. Stevenson made a motion that the CAHT Chair, Greg Peterson, Timothy Hult and Carolyn Ing, serve as a Request for Quotations Committee for the Rental Market and Financial Feasibility Study analysis and for a rental market study, to refine, finalize and issue the Request for Quotations. Mr. Williams seconded the motion. All five Trustees present voted aye, the motion passed.

### **C. Banta Davis Discussion**

Mr. Hult outlined the following Banta Davis assignments for the coming year. The Board of Selectmen are to oversee the entire Banta Davis process, and will directly address future use for school needs and recreational uses, and details of the potential tie-in to the wastewater treatment facility, building on the DEP letter already obtained in 2011 by the Banta Davis Task Force. The CAHT was assigned to produce the Banta Davis-related portions of the Town-wide Rental Market and Financial Feasibility Study, and to address the water balance subject (i.e. net impact, if any, of housing use of groundwater from Banta Davis given the return of treated wastewater to groundwater at Banta Davis). Mr. Hult, as Chair of the Board of Selectmen this year, agreed to take on responsibility for coordinating and obtaining School Committee votes authorizing CAHT to engage experts on Banta Davis traffic or water balance.

3. **Next Meeting Scheduled** for September 26, 2013 at 7:00 p.m.
4. **Meeting Adjourned.** Mr. Stevenson made a motion to adjourn the meeting. Mr. Williams seconded it. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Elizabeth DeMille Barnett